

**Town of Westford
Parks & Recreation Commission Minutes
December 11, 2006
Millenium Administrative Building
7:00 P.M.**

The following are the minutes of the December 11, 2006 Town of Westford Parks & Recreation Commission meeting. A permanent set of these minutes (maintained for a period of six years) is retained in the Town Clerk's office. A set of these minutes and a tape recording are retained in the Parks & Recreation Department.

Commissioners Present: Kacy Caviston, Wayne D'Agostino, John McNamara, Carolyn Metcalf

Staff Present: Sandra Habe, Assistant Director

I. Approval of Agenda (Open the meeting at 7:15 p.m.)

Carolyn motioned to approve the agenda. Kacy seconded it. Motion passed unanimously. Agenda was approved at 7:35 p.m.

II. Approval of Meeting Minutes – November 7, 2006

III. Projects/Tasks

A. East Boston Camps –

a. Sandra went to the Master Plan Committee meeting on Thursday, December 7, 2006. The members discussed the three options that the committee is now looking at: An overnight and day camp run by the same operator, two separate day camps running at the same time and thirdly an overnight camp operator different from the day camp operator. The consultant is supposed to bring financial information to the next meeting. The group talked about boating access and that they do not want to open the area up to anyone. They may consider postponing the January 25, 2007 meeting.

There has been no decision regarding what entity will oversee the operations at East Boston Camps. There is one position open on the board, both Jim Gozzo and Dan are interested in being members.

b. Parks & Recreation – Nutting Road

i. **Wetlands flagging** – Kacy thursday night we are on Conservation Commission agenda for 8:05 to show the ANRAD (Abbreviated Notice of Resource Area Delineation). Approval is good for 3 to 5 years. It's an important step in the process because it shows the flagging of wetlands. Bill Turner walked as it was being flagged and agrees.

Kacy and Sandra will attend the meeting at Rogers Fire station. After approval we will lay out the fields.

The Notification of Wetlands arrived at the office. It gives us our file number.
ii. Field Development Plan – We have \$5,000 to help in the design of the fields.
iii. Neighborhood meeting – took place 4/26
iv. Booster's/fundraising – no new
v. ANRAD (Kacy) – meeting is December 14 with Conservation Commission at 8:05. The

B. Facilities

a. Old Highway Garage – Steve Ledoux said that a consultant will be coming in February to look at the site. Money was allocated at the last town meeting.

b. VMC (Veterans Memorial Complex) – Carolyn said that Land Tech has completed the plans. Carolyn will bring the plans to the planning board. If approved she will go back to Land Tech, pay them their fee and then go to the Planning board meeting for approval.

C. Properties –

- a. Lavallee – no new
- b. Tech Park West – no new. We will not have the field built until the property is completely built out.

D. American Legion -signs on fencing

Baseball is looking for sponsors for signs. The signs would be vinyl sheets with grommets. The signs are taken up and down with each game. Now baseball would like to leave the signs up permanently and get more money for sponsorships. Kacy has a call into Andrea Peraner-Sweet. The Planning Board has to approve. Sandra will check with town manager.
Baseball is also looking to put remote controlled score boards on the fields. They cost roughly \$5,000 each, again they are looking for sponsors.

E. Marketing – Lois wrote the article on ice hockey.

F. Credit Card – no new info

G. Town wide Coaches rules policy. Kacy brought up the Peaceable Communities sign on the backboards.

IV. Reports/Updates

A. Programs - Are going well. New activities are offered in January: Money Wise, NASA Kids continues, and music and movement. We have a meeting with Ron Koehler, computer contact person for schools, to determine what software the schools own. WPC plans to use technology in all aspects of programming.

B. Budgets – Sandra attended Department Heads Budget retreat. We put a modular office in the budget to be placed at VFW Park.
Kacy feels we should ask for money to rebuild the Frost field.

C. Fields/Parks:

- a. Grounds – Softball field at Roudenbush Kacy wants to look at rehabilitating that field. We need complete restoration.
- b. Structures – no new information
- c. Fencing – no new information
- d. Parking – American Legion parking needs to be addressed for this spring.

V. Old Business

A. **Central Permitting** – no new information.

B. **Nutting Field parcel** –Kacy wants us to start looking at updating our information on in-filled fields. Wayne will ask John Amatto if he might be willing to help out. Carolyn has a fundraiser idea to get Westford kids on the “Total Patriots” and have a lottery for Westford kids to be on the show. We will look at CPC funds and to work with the Westford Academy to reduce the costs of the fields.

VI. New Business

A. **Special Town Meeting** - December 12, 2006

To rescind vote for Graniteville woods because appraisal came in much lower so the Selectman want to rescind.

B. **Highway Garage Open House** - no one from commission went to the event.

VII. Next Meeting Date

Next Meeting Date: January 8th start 7:30 pm - 9:00 pm

VIII. Adjournment

Kacy motioned to adjourn at 8:35 p.m. Carolyn seconded the motion. Agreed unanimously.